

**TOWN OF ARLINGTON  
MINUTES OF THE PERMANENT TOWN  
BUILDING COMMITTEE MEETING  
TUESDAY, April 4, 2017**

Location: School Committee Meeting Room, Arlington High School 6<sup>th</sup> Floor

Present: John Cole  
Sandy Pooler  
Bill Hayner  
Bob Jefferson  
Allen Reedy  
Ruthy Bennett

Guests: Burt Barachowitz, PMA  
Brian DeFilippis, PMA  
Rob Juusola, NV5  
Kevin Nigro, NV5  
Lee Rich, DRA  
Laurie Cowle, HMFH  
Phil Conroy (Shawmut)  
Jim McGrath, (GTC Construction)  
Steve Whetherill, (GTC Construction)  
Karen Donato, Principal of Thompson Elementary School  
Michael Hanna, Principal of Stratton School

Absent: Brett Lambert

The Chairman convened the meeting at 7:30 PM.

**STRATTON SCHOOL**

Mr. Juusola gave an update on the progress of the work, which remains on time and within budget. Exterior works was being completed on the administrative and kindergarten areas, including installing and water testing windows. He is waiting to receive pricing from the architects for changes to the HVAC plans for the cafeteria; drawings have been issued to the contractor. During April vacation, the HVAC improvements to the gym will be installed. Snow guards are being installed on the roof at the kindergarten and cafeteria entrances. On March 27<sup>th</sup>, Mr. Juusola submitted the form to National Grid to disconnect gas service so the kiln could be removed. He is awaiting a date from National Grid. Kone Elevator is investigating the elevator, which has not been operating properly. The epoxy floor has been installed in the kitchen, so now equipment can be moved in, including reinstalling old equipment and installing newly purchased pieces. Mr. Juusola distributed a Contingency Summary that shows \$2,055,172 remaining in the Owner's Contingency, \$5,801.15 in the Construction Contingency, and \$85,000 in anticipated costs: \$25,000 to add water valves in Pheasant Ave., \$30,000 for HVAC changes in the cafeteria, and \$35,000 to install a fault detection system for the energy management system. The additions will come from the Owner's Contingency.

Ms. Bennett notified the Committee of her efforts to work with Mr. Hanna to see what could be done about the retaining wall on the Pheasant Ave. side of the school. The wall is in need of repair and will need ongoing repairs unless drainage work is done. As part of the current project, some trees will be removed and if the stumps are removed, as is anticipated they will be, that removal may affect the wall. Mr. Hanna asked if it were possible to regrade the lawn area so the retaining wall could be removed. Ms. Bennett replied that regrading would be expensive. She also said she is working to get a price for restoring the Parks and Recreation fields that were disrupted by construction and to install xeriscaping in the front of the building. Mr. Juusola reported on a large rock in the front of the building and possible plans to install ground cover to reduce the time and effort staff now put into using small equipment to mow around it. He will work with the architects from DRA to get pricing on all these issues.

Mr. Cole said it is his desire that at the Committee's next meeting on April 18<sup>th</sup>, Mr. Juusola provide solid estimates of the remaining costs of the project and that the Committee at that time vote to release some of the Owner's Contingency back to the Town, the effect of which would reduce the Town's need to borrow some or all of the remaining authorize, but unborrowed bonding for the project. He would like to see a significant portion released back to the Town prior to Town Meeting. Mr. Hayner noted that doing so would keep faith with the Town to show that the Committee was spending only what is necessary on the project. Chief Jefferson noted that it is important to use contingency funds sparingly and Ms. Bennett agreed and suggested releasing the funds in phases this spring.

Mr. Cole mentioned that the next PTBC meeting would be at the Stratton School, beginning with a tour at 7:00 P.M. and discussions at 7:30 P.M. He also asked that the landscape architect be present at that meeting.

On a motion by Hayner, seconded by Reedy, the following budget commitment was unanimously approved:

1. DRA Architects, PSS#9, Nitch site survey of playfield in the amount of \$4,180 to be moved from Construction Contingency to DRA Additional Services.

On a motion by Hayner, seconded by Reedy, the following invoices were unanimously approved:

1. G&R Construction for March work in the amount of \$569,992.92;
2. DRA Architects for March work in the amount of \$14,220;
3. NV5 OPM Services for March work in the amount of \$21,000;
4. Boston Showcase Co., for kitchen storage units in the amount of \$3,000;
5. Insight Investments for May lease payments for the modular units in the amount of \$121,455.33

Mr. Cole asked what percentage completion the project was at now, and Mr. Juusola and Mr. Rich replied that it was at between 74% and 77% complete. Mr. Juusola concluded his report on the Stratton School by noting that he would have final pricing for the kiln room, gym, and PTO design work next month.

## **GIBBS SCHOOL BUILDING**

Mr. Juusola and Mr. Conroy reported on the status of the Gibbs School project. The Architect, Finegold Alexander, has completed 60% construction documents for bidding of Guaranteed Maximum Price (GMP) Package #1 (Demolition and Temporary Electric Service) on April 10<sup>th</sup>, with bids due May 1<sup>st</sup>. The subcontractors for GMP #1 and GMP #2 have been prequalified with GMP #2 released for bidding May 9<sup>th</sup>. GMP #3 prequalifications are due April 27<sup>th</sup> and will be released for bidding on July 12<sup>th</sup>.

Mr. Juusola presented a list of three budget commitments. The first was to Finegold Alexander for architectural services to produce a LEED Energy Model in the amount of \$20,020. The second was to Horizon Engineering for LEED Commissioning services in the amount of \$32,400. Ms. Bennett asked that no action be taken on these items at this time so she could investigate whether Eversource would pay for these services directly, since the utility wants this work done. The third was to Ben Franklin Printing in the amount of \$25,000 for printing GMP bid documents. In a response to a question from Chief Jefferson, Mr. Juusola explained that this amount was an allowance for potential printing costs and that most bidders would request electronic documents, so the ultimate cost would likely be between \$1,000 and \$2,000. The Town can offer, but not mandate electronic bid documents. Bidders who request paper documents must put down a deposit, which they forfeit if they do not return the paper copies to the Town.

On a motion by Hayner, seconded by Reedy, the following invoice was approved by a vote of 5-0-1, Bennett abstaining:

1. NV5 for March work in the amount of \$16,500.

The Committee members requested that they receive monthly reports sooner than the afternoon before the meeting. Mr. Juusola said his ability to provide these reports depends on his getting materials from the contractor, architect, and others. The Committee members said they would like to see those parties supplying such materials by a deadline so they can get reports on a timelier basis.

## **THOMPSON SCHOOL**

Mr. Nigro and Mr. Defilippis introduced Mr. McGrath and Mr. Wetherill from GTC Construction and reviewed the schedule of the project, which has suffered significant delays. Mr. Nigro distributed a Thompson School Construction Schedule Narrative, prepared by GTC, an OPM Status Report, and an Update Schedule #5 Review, both prepared by PMA. These reports showed the Thompson School project's schedule in graphical form (Gantt charts).

Some steel has been erected and on April 6<sup>th</sup> there will be more delivered at which time all the steel will be on site. By the end of the week of April 10<sup>th</sup>, all the steel should be erected and detailed.

The printed schedule shows that the project will be completed three days early, however, there were several questions about that forecast.

Ms. Bennett asked if the schedules had incorporated a “man loaded” analysis, i.e., a detailed description of the number of workers assigned to specific tasks for each item on the schedule. Mr. Nigro and Mr. McGrath said that they had those details in the schedule now

Mr. McGrath reported that he and his team had met with the sub-contractors to get their assent to the new schedule. There was discussion about whether the sub-contractors had explicitly agreed to the new timeline.

Mr. Nigro stated it was his opinion that the project could not be completed on time and he formally rejected GCT’s schedule. He is concerned that the projected schedule relies on too many trades and workers being on site at the same time and that it was unrealistic to expect that they all could work effectively in confined spaces at the same time. He noted that 25 days of delay had occurred because of late steel shipments and that the latest steel delay of three days would mean the total delay is now 28 days. The next two weeks will be crucial to determining whether GTC can keep to its schedule or whether the project will fall irretrievably behind schedule.

Mr. Hayner expressed his concern that work done on such a tight timeline would be of lesser quality. Mr. Barachowitz reminded the Committee that PMA would still do quality testing and commissioning to assure quality. Chief Jefferson reminded GTC that school children have to be in the building on time. Mr. McGrath said he realizes that and he thinks GTC can meet its schedule and complete the project on time. There was discussion of whether GTC would need to bring its workers and subcontractors in on Saturdays. Ms. Bennett expressed appreciation to PMA for its work monitoring the project’s progress and appreciation for Mr. McGrath coming to the meeting this evening. She asked whether it was possible for Mr. McGrath to take on day to day management of the project. He said that is a question for the Town to take up with GCT’s owner. Other members expressed their confidence in Mr. McGrath and preference that he be more directly involved.

Ms. Cowles added her concern over the pace of the project. She said she has not seen other instances where a contractor can get as much work done in as short a time as GCT proposes to do at the Thompson School. Ms. Cowles and Mr. DeFilippis presented an application for payment from GCT and discussed adjustments they made to it. Mr. DeFilippis noted that the document lacked a lien waiver.

On a motion by Hayner, seconded by Reedy, the following invoice was approved unanimously, contingent on receipt of the lien waivers:

1. GCT application #5 in the amount of \$243,989.

## **COMMUNITY SAFETY BUILDING**

Mr. Nigro reported that everything in the building is ready for review, except the HVAC balancing. Ms. Bennett asked if PMA could review the balancing report. Mr. Nigro agreed. He also said that the engineers need to spec out and price various water pumps.

**HOUSEKEEPING**

The minutes of the meeting on March 21, 2017, were approved 4-0-2 (Hayner and Pooler abstaining) on a motion by Jefferson, seconded by Reedy.

Whereupon at 9:18 PM a motion to adjourn was made by Hayner, seconded by Jefferson, and it was unanimously approved.

Respectfully submitted,

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Sandy Pooler, Clerk Pro Tem